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8-25-47
PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.
:
: Number 150 August 23, 1948
:
: PMA PROCEDURE TRANSMITTAL

NOTICE

1.9422
A2P142
Reserve
CHANGE OF ADDRESS: The Fruit and Vegetable Branch office that was located at 221 California Fruit Building, Fourth and Jay Streets, Sacramento 14, California, has moved to Room 100, Plaza Building, 921 Tenth Street, Sacramento 14, California.

NEW RELEASE

101.10
8-16-48
PREPARATION AND NUMBERING OF DELEGATIONS OF AUTHORITY: Prescribes a revised system for numbering delegations of authority, designations of appointments of Contracting and Claims Officers, marketing agreements and orders, and other numbered authorities, so as to facilitate the work of filing them and to make them readily identifiable. Distribution: A, B.

REVISIONS AND CHANGES

322.1
8-13-48
Supersedes 322.1 in cases of certain demotions. Until further notice, authority for the exception based on budgetary limitations contained in the original issue of the instruction dated 12-10-45, is withdrawn, in recognition of the value of the services of employees with high retention credit, the employee morale factor involved, and to minimize financial hardship among the employees affected. (This Instruction was formerly numbered 314.1 until changed by AN-100.) Distribution: A, B.

OBSOLETE FORMS
SUPPLEMENT 2
5-26-48
On page 37 of the supplement distributed with PT-136 cross out SRS-12, "Planimeter Record Sheet." Erroneously declared obsolete. Do not destroy remaining stocks. Distribution: A, B.

OBSOLETE

Form No.

Title

Tobacco 20-

All types-1947 and earlier

Within Quota Marketing Card, superseded by 1948 forms

Tobacco 21-

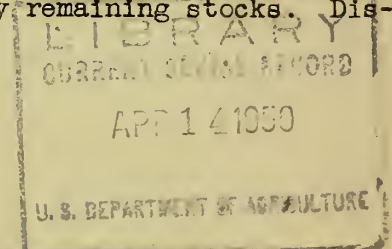
All types-1947 and earlier

Excess Marketing Card, superseded by 1948 forms

(The above forms must be mutilated before being disposed of.)

DISTRIBUTION: A, B

Page 1



PREPARATION AND NUMBERING OF DELEGATIONS OF AUTHORITY

I PURPOSE AND SCOPE

The purpose of this instruction is to establish a system for numbering certain delegations of authority and to define responsibility for preparation, distribution and filing of delegations of authority. The numbering system provides for the classification of delegations according to categories and the numbering of delegations consecutively within those categories in order to facilitate the work of filing and locating them. This instruction is applicable to the types of delegations listed in paragraph IV.

II RESPONSIBILITY FOR CLEARING, NUMBERING AND DISTRIBUTING DELEGATIONS

The Dockets Unit of the Administrative Services Division, Budget and Management Branch will establish control records and be responsible for obtaining signatures, classifying, assigning numbers, reproducing and distributing, and maintaining files of delegations. (The Secretary of the Commodity Credit Corporation will maintain a duplicate file of CCC delegations of authority.)

III PREPARATION OF DELEGATIONS

Delegations of authority covered by this instruction shall be prepared in an original and eight copies by the initiating office and forwarded to the Dockets Unit of the Administrative Services Division.

A Sub-Delegations of Authority Within Branches - Sub-delegations of authority made within a branch shall be prepared in the same number of copies as other delegations and the original and all copies routed to the Dockets Unit of the AS Division. The Dockets Unit will number the authority, file the original and make distribution of the copies as directed. Branch sub-delegations will be numbered as supplements to the delegation from the Administrator to the Branch Director under which they are made.

IV CLASSIFICATION AND NUMBERING OF AUTHORITY DELEGATIONS

The Dockets Unit of the BM Branch shall sort applicable delegations and assign symbols for each category as follows:

Commodity Credit Corporation Programs:	
Administrative and General Delegations	Ca
Appointments of Contracting Officers	Cb
Designations of Claims Officers	Cc
Marketing Agreements and Orders and Other	
Marketing	M
Personnel Designations not Included in any	
Other Category	P
Regulatory	R

(IV)

Section 32 Programs and Sections 6 and 9

School Lunch Act Programs:

Delegations

Sa

Appointments of Contracting Officers, representatives or agents of the Secretary

Sb

Other Program Authorities not Covered by any of the Above Categories

O

Authorities within each category will be numbered consecutively beginning with number one and continuing indefinitely.

A Example - For example, the first appointment of a CCC Contracting Officer to be approved after the effective date of this instruction will be numbered Cb-1, the second Cb-2, and so on. The other types of authorities would be handled the same way within the respective categories.

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SALARY ADMINISTRATION IN CASES OF DEMOTION

I GENERAL PMA POLICY

It is the official policy of the Production and Marketing Administration that the salary of an employee who takes a demotion in lieu of separation by reduction in force or is demoted because of the return of a veteran or civilian with reemployment rights shall be fixed at the rate in the lower grade which is the same as his present salary. If there is no identical rate, the salary shall be fixed at the next higher rate.

II EXCEPTIONS TO POLICY

Exceptions to this policy will be considered only when justification is submitted in writing to the Chief, Personnel Division, BM Branch and, after review, approved by the Administrator.

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